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THE WHITE HOUSE
WASHINGTON

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December 3, 1966

MEMORANDUM FOR THE CABINET AND HEADS OF AGENCIES

FROM: THE PRESIDENT

I again emphasize to you the need for taking measures to assure against leaks of sensitive information including not only classified information but also information the premature disclosure of which may give the recipients an opportunity for advantage in the marketplace.

This is a responsibility of the utmost importance to the proper administration of government and also as a matter of fairness to the public. It requires constant vigilance (1) to make sure that the sensitive types of information in your agency have been identified as such; (2) to make certain that procedures are established which will secure such information against premature communication to others or leaks; (3) to assure that personnel are fully informed of the agency's policy, practice and procedures with respect to those types of information, of the dangers and unfairness of unauthorized or premature disclosures, and of the penalties for violation of the prescribed procedures; and (4) to make certain that there is continuing attention to this problem within each department and agency so that the identification of sensitive types of information is up-to-date and the procedures do not become ineffective as a result of lack of current attention and periodic checking.

I am asking each of you to send me a report as to the measures in effect in your agency with respect to this subject.